

# FCSTN LEADERSHIP HANDBOOK

## Section 2 Governing Documents



*"At the Heart of It All"*

2009 – 2010

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***FAMILY AND CONSUMER SCIENCES  
TEACHERS OF NEBRASKA  
BYLAWS  
(2003 Revision, editorial changes in 2007)***

**ARTICLE I  
NAME AND FUNCTION OF BYLAWS**

- A. The name of the association shall be Family and Consumer Sciences Teachers of Nebraska. FCSTN may be officially used to designate the association and its members.
- B. These bylaws shall be the governing policies for the organization.

**ARTICLE II  
PURPOSES**

- A. To provide an association for group expression and group action on problems important to family and consumer sciences education.
- B. To provide opportunity for the exchange of ideas or materials and sharing of experiences.
- C. To promote professional enthusiasm among teachers of family and consumer sciences.
- D. To promote legislation in the interest of family and consumer sciences education.
- E. To support the purposes of the affiliated state and national career and technical associations.

**ARTICLE III  
MEMBERSHIP**

- Section 1
  - A. All persons who are or have been qualified to teach or supervise Family and Consumer Sciences at the elementary, secondary, college or adult level in Nebraska are eligible for membership in the association if they are members of the affiliated national and state career and technical associations.
  - B. Associate membership will be available to teachers of family and consumer sciences who:
    - 1) hold a teaching contract of .5 FTE or less in family and consumer sciences and who are also members of either NEA or AAFCS.
    - 2) are not currently teaching but wish to remain active in FCSTN
  - C. College students who have had at least two years of study toward becoming a Family and Consumer Sciences teachers are eligible for membership in FCSTN.
- Section 2
  - A. Dues shall be as follows:
    - A. The annual membership dues shall be recommended by the Executive Board and approved at the annual business meeting by the vote of the active members present.
    - B. The fiscal year of the association (FCSTN) shall conform with that of the national career and technical association.
    - C. The annual dues paid by the members shall be used to finance the expenses of operating the association and for other expenditures authorized by the Executive Board.
    - D. Special assessments for an emergency may be made by the Executive Board but not to exceed one dollar per year per member.
    - E. Student membership dues shall be at a reduced rate determined by the board.

## **ARTICLE IV**

### **ELECTIONS**

- Section 1      Officers of the Family and Consumer Sciences Teachers of Nebraska shall be elected by a majority vote of members present at the annual meeting during the time of the annual conference for Family and Consumer Sciences Teachers or by mail.
- A.      The nominating committee shall present a slate of officers for the ensuing year to the president one month before the annual meeting. The president shall call for additional nominations from the floor when officers are elected at the annual meeting. A space for write-in nominees shall be on the ballot.
  - B.      Should it be impossible to hold an annual meeting, the nominating committee may nominate candidates for state offices and complete the election of these officers by ballot.
  - C.      The candidates who receive the majority vote will succeed to office following the close of the annual meeting at which they are elected.
- Section 2      Officers - The officers of this Association shall consist of past president, president-elect, president, secretary, treasurer, and treasurer-elect.
- Section 3      Executive Board - The president, past president, president-elect, secretary, treasurer, treasurer-elect, a representative of the odd-numbered districts and a representative of the even-numbered districts shall make up the Executive Board. A representative of the state career and technical association and the FCS Director - NDE shall be ex-officio members, without vote.
- A.      The duty of this board shall be to consider and act on business arising between the annual business meetings.
  - B.      All officers will serve one year except for the treasurer who serves a two year term.

## **ARTICLE V**

### **OFFICERS, EXECUTIVE BOARD, DISTRICT CHAIRPERSONS, AND DUTIES**

- Section 1      The president shall:
- A.      Plan and preside over meetings of the general membership, assist other officers and committees, and shall be the executive officer of the organization.
  - B.      Represent the association before the public either personally, or through delegation, and shall perform all other functions usually attributed to this office.
  - C.      Develop and supervise the Program of Work.
  - D.      Contribute articles to the newsletter.
  - E.      Act as an ex-officio of all committees.
  - F.      Serve as FCSTN representative to the affiliated state career and technical education association delegate assembly.
  - G.      Attend the affiliated national career and technical association annual conference.
  - H.      Participate in FCSESC meetings.
  - I.      Attend all board meetings.
  - J.      Upon expiration of his/her term, the president shall be designated immediate past president.
- Section 2      The president-elect shall:
- A.      Serve as vice-president of the association and shall perform all functions usually attributed to the office.
  - B.      Assume the duties of the president during the president's absence.
  - C.      Act as an ex-officio of all committees.
  - D.      Serve as FCSTN representative to the affiliated state career and technical association delegate assembly.
  - E.      Attend all board meetings.
  - F.      Survey the membership on even years to determine the needs and help set to goals of the organization.
  - G.      Prepare the FCSTN president-elect's project.
  - H.      The president-elect will be president the next year and assume past president responsibilities the next year.

- Section 3        The secretary shall:
- A.        Keep accurate minutes of all meetings of the executive board and the membership.
  - B.        Maintain the official files.
  - C.        Assist the president with association's correspondence.
  - D.        Attend all board meetings.
- Section 4        The treasurer shall:
- A.        Hold the funds of the association and disburse them as authorized by the executive board.
  - B.        Report the financial conditions of the association to the executive board at the annual meetings.
  - C.        Collect the dues of the membership.
  - D.        Attend all board meetings.
- Section 5        The treasurer-elect shall:
- A.        Assist the treasurer and train to be the treasurer for the following year.
  - B.        Attend all board meetings.
- Section 6        The past president shall:
- A.        Attend all executive board meetings.
  - B.        Act as advisor for the president.
  - C.        Assist the president and executive board as needed.
  - D.        Serve as the award chairperson.
- Section 7        The Executive Board may submit urgent business matters to the members for vote by mail.
- Section 8        District Chairpersons shall:
- A.        Be selected by the retiring district chairpersons and members of the district on a rotation basis.
  - B.        Coordinate district activities.
  - C.        Serve two years.
- Section 9        Chairpersons from odd-numbered districts will change during odd-numbered years and those from even-numbered districts will change during even-numbered years. Other district officers may be appointed by district chairpersons as the need arises.
- A.        Each year one district chairperson from the odd-numbered districts and one district chairperson from the even-numbered districts will be appointed as representatives on the Executive Board. They shall attend all board meetings.
- Section 10        Offices that become vacant during the term shall be filled for the remaining portions of the term by action of the Executive Board unless otherwise provided by the by-laws.

## **ARTICLE VI**

### **COMMITTEES, CHAIRPERSONS AND DUTIES**

There shall be the following committee chairpersons: Nominations, Bylaws, Legislative, Public Relations, Auditing, FCSTN Awards, Partnership, Membership, Altruistic, Hostess, Newsletter, Fundraising, Bucket Auction, and Scholarship. These committee chairpersons shall be appointed by the president. Chairpersons may appoint as many members as necessary to fulfill responsibilities. Other chairperson may be appointed as deemed necessary.

- Section 1        Nominations
- A.        The nominations chairperson shall select candidates annually for the office of president-elect, secretary, and in odd-numbered years, a treasurer-elect.
  - B.        A ballot shall be presented at the annual meeting to elect these officers.

- Section 2      Bylaws
- A.      The bylaws chairperson shall review the by-laws annually and present proposed changes to the executive board one month before the annual meeting.
  - B.      Proposed changes shall be review with the membership present at the annual meeting. They shall be voted on by a majority of members present.
- Section 3      Legislative
- A.      The legislative chairperson is responsible for establishing and activating the member network at the direction of the Director of Family and Consumer Sciences for federal messages and by the Nebraska ACTEN Legislative Chairperson for state messages.
  - B.      The FCSTN legislative committee seeks members to be legislative contacts in the legislative districts where FCSTN district chairpersons do not reside.
  - C.      The FCSTN district chairperson and the legislative contacts are responsible for notifying every member of FCSTN that are identified on the legislative network by the FCSTN legislative committee.
  - D.      The FCSTN legislative committee members should attend any legislative meetings to inform membership or to plan strategies for action. These meetings are generated by the affiliated state career and technical association.
- Section 4      Public Relations
- A.      The public relations chairperson shall provide publicity to the media about the association during its annual meeting and interpret family and consumer sciences to the general public throughout the year.
  - B.      The public relations chairperson shall also be responsible for the association bulletin board.
- Section 5      Auditing
- A.      The auditing chairperson shall review the treasurer's book prior to the annual business meeting and present a report at that meeting.
- Section 6      FCSTN Awards
- A.      The awards chairperson shall recognize family and consumer sciences teachers for outstanding achievement.
  - B.      These awards will be given annually: one award from those teachers having taught one- to- five years, a second award from those teachers having taught six- to- fifteen years, and a third award from those teachers have taught sixteen or more years.
  - C.      A service award may be given annually upon submission by membership for outstanding service.
  - D.      A president's plaque will be awarded annually.
  - E.      If a committee is needed to determine FCSTN award winners, the awards chairperson and previous years' award winners will serve on the selection committee.
  - F.      The awards chairperson will complete ACTEN, NATFACS and other nominations as determined by the executive council.
  - G.      The awards and public relations committees will work together on publicizing all award winners.
  - H.      The FCSTN one- to-five year award winner will be submitted to ACTEN as the Outstanding New Career and Technical Teacher Award nominee. The FCSTN six-to-fifteen year award will be submitted as the ACTEN Outstanding Divisional Career and Technical Teacher nominee. The FCSTN sixteen-plus award will be submitted as the ACTEN Teacher of the Year Award nominee.
  - I.      A selection committee for these nominations will consist of the awards chair and several past presidents selected by the awards chairperson.
- Section 7      Partnership Award
- A.      The partnership chairperson shall collect nominations for the Partnership Award which recognizes a company, business or their representative that has addressed or focused on a family issue or issues of concern to educators in the classroom.
  - B.      A selection committee will be selected by the award chairperson as needed.
  - C.      Recognition will be given to ten, twenty, thirty, and forty year family and consumer sciences teachers.

- Section 8            Membership
- A.            The membership chairperson shall encourage family and consumer sciences teachers to become members of FCSTN.
- B.            Contact College Teacher Educators to promote student membership in FCSTN.
- Section 9            Altruistic
- A.            The altruistic chairperson shall help the membership decide on an altruistic project and methods of raising funds to support the chosen project.
- B.            The altruistic chairperson shall keep the membership informed as to special needs of the project by writing articles for the newsletter and making announcements at meetings.
- Section 10           Hostess
- A.            The hostess chairperson shall assist in carrying out the annual meetings of the association, including responsibility for planning for table decorations and entertainment.
- Section 11           Newsletter
- A.            The newsletter chairperson shall work closely with the president and president-elect to compile the newsletter and shall obtain the mailing list from the treasurer.
- B.            This committee shall prepare and distribute two newsletters each school year. Newsletters may contain information of interest to members, meeting minutes, teaching ideas, updates from officers, or other information as deemed appropriate.
- Section 12           Fundraising
- A.            The fundraising chairperson shall be responsible for conducting the fundraising activities of the association. This chairperson shall propose fundraising ideas to the executive board for consideration and complete all activities necessary to carry out fund raising efforts at the annual conference for family and consumer sciences teachers.
- Section 13           Bucket Auction
- A.            The bucket auction chairperson shall be responsible for organizing the items for the bucket auction, selling tickets, and conducting the bucket auction at the annual meeting.
- Section 14           Scholarship
- A.            The scholarship chairperson shall manage the funding and awarding processes related to the Melinda Holcombe Scholarship Fund.

## **ARTICLE VII**

### **MEETINGS**

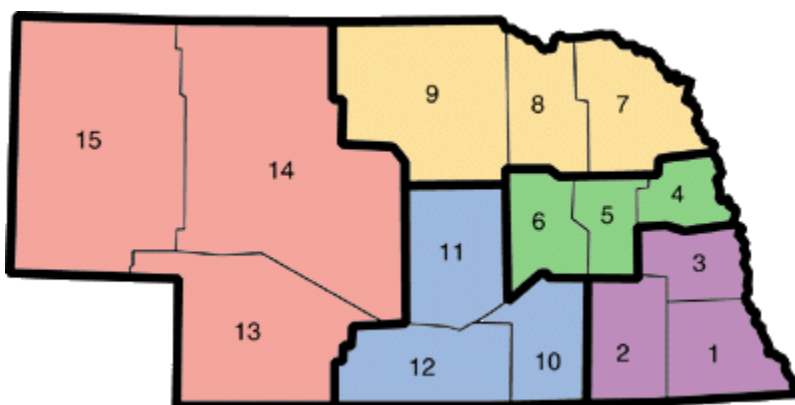
- A.            The business meeting of this association shall be held annually at the time of the state NCE conference of Nebraska Family and Consumer Sciences Teachers.
- B.            The Executive Board shall meet prior to the annual business meeting of the association. The Executive Board shall meet each spring and fall.

## **ARTICLE VIII**

### **QUORUM**

- A.            The majority of the total membership of FCSTN shall constitute a quorum at the annual business meeting.
- B.            All Executive Board members shall attend board meetings. The quorum for the Executive Board is eight members. If a member of the Executive Board cannot attend, they must select one member of one of their committees as a representative.
- C.            All committee members are welcome to attend any meetings and have voting rights if they are present.

## ***FCSTN DISTRICTS***



| DIST. | SCHOOLS  |
|-------|--|
| 1     | Auburn, Elmwood-Murdock, Falls City, HTRS, Lewiston, Nebraska City, Palmyra, Pawnee City, Southeast Nebraska Consolidated, Sterling, Southern, Syracuse, Weeping Water   |
| 2     | Beatrice, Centennial, Crete, Dorchester, Fairbury, Friend, Lincoln, Malcolm, Meridian, Milford, Norris, Seward, Waverly  |
| 3     | Ashland-Greenwood, Bellevue, Bennington, Conestoga, Elkhorn, Louisville, Mead, Millard, Omaha, Papillion-LaVista, Plattsmouth, Ralston, Wahoo, Westside, Yutan   |
| 4     | Arlington, Blair, Cedar Bluffs, Dodge, Fremont, Logan View, North Bend, Oakland-Craig, Scribner-Snyder, Tekamah-Herman   |
| 5     | Columbus, David City, East Butler, Howells-Dodge, Lakeview, Leigh-Clarkson, Prague, Raymond Central, Rising City, Schuyler   |
| 6     | Boone Central, Cedar Rapids, Central City, Fullerton, High Plains, Humphrey, Madison, Newman Grove, Osceola, Palmer, St. Edward, Twin River  |
| 7     | Coleridge, Hartington, Laurel-Concord, Newcastle, Ponca, Randolph, South Sioux City, Omaha Nation, Wakefield, Walthill, Wayne, West Point-Beemer, Winnebago, Winside, Wisner-Pilger, Wynot   |
| 8     | Battle Creek, Bloomfield, Creighton, Crofton, Elgin, Elkhorn Valley, Nebraska Unified #1 (Clearwater, Orchard, Niobrara), Neligh-Oakdale, Norfolk, Osmond, Pierce, Plainview, Santee, Wausa  |
| 9     | Ainsworth, Burwell, Chambers, Ewing, Loup County, O'Neill, Stuart, Unified Niobrara (Lynch, Spencer-Naper), West Holt, Wheeler Central   |
| 10    | Aurora, Bruning-Davenport, Clay Center, Cross County, Deshler, Doniphan-Trumbull, Exeter-Mulligan, Fillmore Central, Giltner, Hampton, Harvard, Heartland, McCook Junction, Sandy Creek/Superior, Stromsburg, Sutton, Thayer Central, York |
| 11    | Amherst, Arcadia, Centura, Elm Creek, Grand Island, Greeley-Wolbach, Kearney, Litchfield, Loup City, North Loup-Scotia, Northwest, Ord, Ravenna, St. Paul, Shelton, Spalding, Wood River   |
| 12    | Adams Central, Alma, Arapahoe-Holbrook, Axtell, Bertrand, Blue Hill, Cambridge, Elwood, Franklin, Hastings, Holdrege, Loomis, Minden, Overton, Red Cloud, Silver Lake, Southern Valley, Wilcox-Hildreth                                    |
| 13    | Brady, Chase County, Creek Valley, Dundy County, Garden County, Grant, Lakeside, Maywood, McCook, Medicine Valley, Southwest, Wallace, Wauneta-Palisade  |
| 14    | Ansley, Arnold, Arthur County, Callaway, Cozad, Gothenburg, Hershey, Lexington, Maxwell, Mullen, North Platte, Ogallala, Paxton, Sandhills, Sumner-Eddyville-Miller, Thedford  |
| 15    | Alliance, Banner County, Bayard, Bridgeport, Chadron, Crawford, Gering, Gordon-Rushville, Hemingford, Kimball, Lewellen, Leyton, Minatare, Mitchell, Morrill, Potter-Dix, Scottsbluff, Sidney  |



# ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

## **BYLAWS**

(Revised and Adopted by the Assembly of Delegates on June 4, 2002)

### **ARTICLE I**

#### **NAME AND FUNCTION OF BYLAWS**

- A. The name of this organization shall be the Association for Career and Technical Education of Nebraska.
- B. These Bylaws shall be the governing policies for the organization.

### **ARTICLE II**

#### **PURPOSES**

The purposes of ACTEN shall be those purposes set forth in the current Program of Work, as adopted by the Board of Directors and Assembly of Delegates each year; provided that such Purposes shall not be inconsistent with nor contradict the Purposes set forth in the Articles of Incorporation. In the event such purposes do conflict with the Articles of Incorporation, the purposes set forth in the Articles of Incorporation shall control.

### **ARTICLE III**

#### **MEMBERSHIP**

- Sec. 1: Membership in this association is open to all persons interested in career, vocational, and technical education in the State of Nebraska. Membership classification shall be active, student, loyalty, and other categories as defined by the Association for Career and Technical Education.
  - A. Active membership shall be defined as persons actively employed in the teaching or administration of programs of career, vocational, technical, guidance, and practical arts education.
  - B. Student memberships are for students preparing for a career in guidance and counseling or teaching career, vocational, technical and practical arts subjects.
  - C. Loyalty memberships are for individuals who have retired from active duty in vocational education and career and technical education.

- D. Other membership categories shall be those as defined in the Bylaws of the Association for Career and Technical Education.
  - E. New members are persons actively employed in teaching or administration of programs of career, vocational, technical, guidance, and practical arts education who have just joined the Association for Career and Technical Education of Nebraska and were not previously affiliated with the organization as an active member.
- Sec. 2: Only active members shall have the right to hold office, act as delegates, or vote in a business meeting of the Association for Career and Technical Education of Nebraska.
- Sec. 3: Dues shall be as follows:
- A. Active membership dues shall be that amount necessary to cover an affiliated membership in the Association for Career and Technical Education, plus an amount per member to be retained by the Association for Career and Technical Education of Nebraska as recommended annually by the Board of Directors and approved by the Assembly of Delegates.
  - B. Loyalty membership dues shall be that amount necessary for membership in the Association for Career and Technical Education plus the dues per member to be retained by the ACTEN.
  - C. All dues shall be paid to the treasurer of the organization.
  - D. Membership shall begin with the receipt of dues by the ACTEN treasurer and terminate one year from that date.
  - E. Student membership shall be those enrolled in career, vocational, and technical teacher education programs and who have paid ACTE and ACTEN dues.

## **ARTICLE IV**

### **ELECTION OF OFFICERS AND DIVISION REPRESENTATIVES** **(BOARD OF DIRECTORS)**

- Sec. 1: The officers of this association shall consist of the President, President-Elect, Secretary, Treasurer and Past-President. These officers and the Division Representatives representing the career and technical divisions shall constitute the voting members of the Board of Directors. The Career and Technical Divisions include:

Administration  
Agriculture

Business  
Guidance/Adult Workforce Development  
Health  
Family and Consumer Sciences  
Industrial Technology Education and Technical Education  
Marketing  
New and Related Services  
Special Needs  
Trade and Industrial Education

Sec. 2: All active members of ACTEN shall be eligible for any elective office of the Board of Directors.

No division may seek office of President-Elect for more than one consecutive term.

Sec. 3: The Board of Directors shall consist of members from each career and technical division as recognized by the Association for Career and Technical Education.

A. Any division of career and technical education having one to one hundred members of ACTEN shall be represented by one Division Representative.

B. Any division of career and technical education having more than one hundred members of ACTEN shall be represented by two Division Representatives.

C. Membership on the Board of Directors shall be determined on the basis of a division's membership in the ACTEN at the end of the previous fiscal year.

Sec. 4: Officers

A. President - one year term.

Candidates for elected office and their terms of office shall be:

B. President-Elect - one year prior to assuming the duties of President.

C. Secretary - two years.

D. Treasurer - two years.

E. Division Representatives - three years.

Division Representatives shall be elected annually on a rotation basis. No two Division Representatives from the same division of career and technical education shall complete their terms in the same year. Each division shall

elect, by vote from ACTEN members within their own division, their respective Division Representative. If 100% of the members in a division of ACTEN are also members of a separate or affiliated division association then the division representatives for that division may be elected or appointed as determined by that division association and submitted in writing to the ACTEN President prior to the delegate assembly.

- Sec. 5: Election of persons for the elected offices shown in Section 4 shall be by mail. The nominating committee shall prepare a ballot listing two (2) candidates for each office to be filled and provide a space under each office for write-ins except President-Elect.
- Sec. 6: The election procedure shall be:
- A. Candidates for elected offices shall be approved by the Board of Directors and announced sixty (60) days prior to the annual meeting.
  - B. Mail ballots should be sent to ACTEN members forty-five (45) days prior to the annual meeting. Only ballots postmarked at least fifteen (15) days prior to the annual Assembly of Delegates meeting shall be considered as valid ballots.
- Sec. 7: The President-Elect shall be installed as President at the annual meeting and shall assume the duties at the beginning of the fiscal year. Other newly elected officers shall also take office at the start of the fiscal year.
- Sec. 8: In the event that the office of President is declared vacant during the interval, the President-Elect will assume the position of President for the remaining portion of that interval and shall retain the office of President for the ensuing year. Other offices which shall become vacant during any interval shall be filled for the remaining portion of that interval by action of the Board of Directors. In the event of a vacancy in the office of President-Elect, the Board of Directors, pursuant to majority vote, will appoint an eligible member of the Association to fill such vacancy and occupy the position of such office.

## **ARTICLE V**

### **DUTIES OF OFFICERS AND DIVISION REPRESENTATIVES (BOARD OF DIRECTORS)**

- Sec. 1: The President shall be the chief executive officer of the ACTEN and shall exercise general supervision over the interest and welfare of the organization. The President shall be chairperson of the Assembly of Delegates and Board of Directors. The President shall:

- A. Be responsible for implementing and directing the Program of Work Committee.
- B. Appoint chairpersons to committees from the Board of Directors.
- C. Instruct committee chairpersons about their assignments, assist them in carrying out their tasks, and check with the committee during the year to make certain that progress is being made.
- D. Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- E. Participate or appoint a representative to participate in Region V activities.
- F. Meet with newly elected members of the Board of Directors to acquaint them with their responsibilities.
- G. Provide articles for each ACTEN Newsletter.
- H. Act as an ex-officio member of all committees except nominating.
- I. Collect committee reports and keep on file.
- J. Attend one yearly function of each division or send a representative. The representative may be the Past-President, President-Elect, Secretary or Treasurer.
- K. Serve as representative to the Vocational Foundation of Nebraska Board.

Sec. 2: The President-Elect shall:

- A. Be chairperson of Program of Work Committee.
- B. Assume the duties of the President when the President is absent.
- C. Serve as a member of the Bylaws Committee.
- D. Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- E. Assist the President in carrying out the Program of Work.
- F. Provide articles for each of the ACTEN Newsletters.
- G. Serve as representative to the Vocational Foundation of Nebraska Board.

Sec. 3: The Past-President shall:

- A. Assist and guide the President and President-Elect in carrying out their duties.

- B. Act as consultant to the Program of Work Committee.
- C. Select and obtain appropriate plaque for the outgoing ACTEN President.
- D. Serve as chairperson for the Nominating and Awards Committee.
- E. Serve as consultant to the Legislative Committee.
- F. Serve as Co-chair of the Annual Career and Technical Conference Planning Committee.
- G. Serve as representative to the Vocational Foundation of Nebraska Board.

Sec. 4. The Secretary shall:

- A. Be responsible for the minutes of all business meetings.
- B. Keep all minutes and committee reports on file.
- C. Send out minutes of every meeting within fifteen (15) days following the meeting and notice of upcoming meeting to the Board of Directors and state affiliate organization presidents at least ten (1) days in advance of the upcoming meeting.
- D. Keep records and handle correspondence of all ACTEN business.
- E. Serve as an ACTEN representative to an ACTE function.

Sec. 5. The Treasurer shall:

- A. Arrange for the collection of dues.
- B. Provide a list of members to the Board of Directors.
- C. Serve as financial custodian of all ACTEN funds and prepare an annual financial report.
- D. Serve as an ACTEN representative to an ACTE function.

Sec. 6: The Newsletter Editor shall:

- A. Plan and arrange for the publication of the ACTEN Newsletter.

Sec. 7: The Division Representative shall:

- A. Attend Board of Directors meetings and Assembly of Delegates as voting delegates for the Board of Directors. Division Representatives will be required to resign their position after two unexcused board meeting

absences per year. An excused absence can be granted prior to the meeting by the ACTEN President.

- B. Provide leadership and promote membership in their respective divisions.
  - C. Serve as chairpersons and assist in carrying out the responsibilities of the various committees.
  - D. Have a responsibility to provide articles for ACTEN newsletter.
  - E. Communicate information to their divisions concerning ACTEN matters.
  - F. Appoint and notify members of their respective divisions to serve as delegates to the annual Assembly of Delegates.
  - G. Appoint a voting representative in the event the elected Division Representative cannot attend a Board of Directors meeting.
  - H. Have a responsibility to secure applicants, from their division, for ACTEN/ACTE awards.
- Sec. 8: Affiliate Organization Presidents shall:
- A. Be encouraged to attend all scheduled Board of Directors meetings as an ex-officio member.
  - B. Inform the ACTEN Board of Directors of their respective affiliate organization functions.

## **ARTICLE VI**

### **BOARD OF DIRECTORS**

- Sec. 1: The elected officers and Division Representatives shall constitute the voting members of the Board of Directors. Designated ex-officio members shall serve on the Board of Directors as non-voting members, and shall include, but not be limited to, a representative of the Nebraska Department of Education as designated by said department, the Newsletter Editor, and any Nebraskan who is a member of the ACTE Board of Directors
- Sec. 2: The duties of the Board of Directors shall be:
- A. To look after the general welfare of Vocational and Career and Technical Education within the state.
  - B. To give special emphasis to educating the public with respect to the value and need of such education.

- C. To assume the authority to conduct business and take necessary action between meetings of the ACTEN Assembly of Delegates.
- D. To annually appoint the Newsletter Editor.
- E. To have voting privileges at the ACTEN Assembly of Delegates representing the ACTEN and not their respective divisions.

## **ARTICLE VII**

### **COMMITTEES**

The committees shall consist of active ACTEN members. The chair of each committee shall be a Board of Directors member who will prepare a summary report for each meeting and a yearly report on activities of each committee for the ACTEN Assembly of Delegates, to be given to the new Chairperson, the President-Elect, and the Secretary.

#### **Sec. 1: Audit**

- A. The Audit Committee shall annually audit the financial records of the Association and submit a written report to the Assembly of Delegates.

#### **Sec. 2: Budget**

- A. The Budget Committee shall assess the operational needs of the Association and submit a proposed budget for the ensuing year to the Assembly of Delegates.

#### **Sec. 3: Legislation and Resolutions**

- A. The Legislative and Resolutions Committee shall maintain the state and national level legislative networks in each career and technical division for:
  - (1) Informing legislators of needs and accomplishments of vocational, career and technical education.
  - (2) Establishing and maintaining a good relationship with legislators.
- B. Monitor state and national legislation and notify appropriate network members when action is required. Follow through to see that action is taken.
- C. Keep members informed of all legislation, state and national, which would affect vocational, career and technical education, via regular articles in the ACTEN Newsletter.



- D. Contact representatives of each ACTEN division and standing committees for resolutions vital to ACTEN.
- E. Solicit resolutions prior to the annual Assembly of Delegates.
- F. Upon recommendations of the Board of Directors, present resolutions to the Assembly of Delegates for action.

Sec. 4: Membership

- A. The Membership Committee shall consist of a representative from each career and technical education division, and they shall solicit membership from their respective division.

Sec. 5: Nominating and Awards

This committee shall be chaired by the Past-President. It shall consist of one representative from the members of each division. It shall:

- A. Serve in an advisory capacity to the President.
- B. Select candidates for elected offices and report to the Board of Directors.
- C. Be responsible for selecting suitable recipients for each ACTEN award to be presented at a time decided by the Board of Directors.

Sec. 6: Program of Work

- A. The Program of Work Committee shall consist of the chairpersons from each standing committee. It shall develop specific goals, activities on how to reach them, and provisions for evaluation. The Program of Work shall be based on a strategic plan developed by the ACTEN Board of Directors. The Program of Work shall be submitted to the Board of Directors at least sixty (60) days before being submitted to the Assembly of Delegates for final approval.

Sec. 7: Public Relations

- A. The Public Relations Committee shall arrange ways and means of interpreting vocational, career and technical education to the public and to leaders in general education.

Sec. 8: Bylaws

- A. The Bylaws Committee shall receive proposed Bylaws changes from ACTEN members sixty (60) days prior to the Assembly of Delegates and shall evaluate the Bylaws for any proposed changes.

## **ARTICLE VIII**

### **MEETINGS**

- Sec. 1: The annual meeting of the Assembly of Delegates shall be held each year at such time and place as the Board of Directors may select.
- Sec. 2: Each career and technical education division shall be represented in the Assembly of Delegates by one delegate for each ten active members or major part thereof, based on the division membership of the preceding fiscal year. Divisions with less than fifteen (15) active members shall be entitled to two delegates.
- Sec. 3: All business shall be transacted by the Assembly of Delegates members present at the annual meeting or at any special meeting officially called by the Board of Directors. A minimum of fifty-one (51) percent of those active members registered at the Assembly of Delegates constitute a quorum.
- Sec. 4: All board meetings shall be open and all interested parties privileged to attend, but voting shall be limited to officers of their voting representatives.

## **ARTICLE IX**

### **FISCAL YEAR**

The fiscal year of this organization shall be October 1 to September 30.

## **ARTICLE X**

### **AMENDMENTS**

- Sec. 1: The Bylaws may be amended by a two-thirds (2/3) majority of the votes cast by the Assembly of Delegates. Proposed changes must be submitted in writing to the Board of Directors at least sixty (60) days prior to the Assembly of Delegates. ACTEN members shall be notified of proposed changes at least thirty (30) days prior to the Assembly of Delegates. Adopted amendments shall become effective following the Assembly of Delegates.

## **ARTICLE XI**

### **PARLIAMENTARY AUTHORITY**

- Sec. 1: Robert's Rules of Order, Newly Revised will govern any provision not covered by the Bylaws of the Association for Career and Technical Education of Nebraska.